

Missouri State Library
Office of the Secretary of State

Library Services & Technology Act
Federal Grant Program

Planning And Standards Grant Application

Winter 2003

Missouri Five-Year State Plan
For the Use of
Library Services and Technology Act (LSTA) Funds
Fiscal Years 2003 - 2008

Definitions:

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

**MISSOURI STATE LIBRARY
Planning and Standards Grants
Program Information & Guidelines
Winter 2003**

What is this grant program?

Missouri Public Library Standards have been printed and distributed to public libraries and library trustees. They are also available on the main page of the Missouri State Library web site <http://www.sos.state.mo.us/library> under State Library Special Reports. Track 1 of the Missouri Public Library Standards focuses on development of policies, bylaws, and plans. **This grant program provides assistance to libraries to develop and write policies and service plans.**

Projects can focus on the entire library environment or on specific areas, such as collection development. The project should include participation by library board members, library staff, and members of the community.

How may the grant funds be used?

Planning grants can be used for the costs of any legitimate activities related to policy and service plan development and writing: publicity, research, community meetings, surveys, focus groups, facilitators, expert assistance, and any other related activities. **Applicants are urged to seek expert assistance with these projects.**

Who may apply?

This grant is open to all public libraries certified to receive state aid.

What amount of funds may be requested?

Each library outlet may apply for grants from \$1,500 to a maximum of \$15,000.

Are local matching funds required?

No local matching funds are required.

For what will this grant pay?

Eligible expenses include, but are not limited to:

- Training costs for volunteers
- Consultants/facilitators/presenters (limited to fees and expenses)
- Project Director and other personnel hired for or working extra hours on this particular project
- Publicity, mailing, printing costs
- Meeting room rental
- Refreshments for project related meetings, including public forums and focus groups
- Survey costs

Ineligible expenses include, but are not limited to:

- Computer equipment
- Payment of existing staff costs (i.e. using grant funds to pay for the hours a regular staff person spends on planning and implementing the project)
- Collection development acquisitions
- Transportation for field trips
- Vehicles
- Building programs or plans
- Tax levy planning

What guidelines exist for developing the Planning and Standards grant proposal?

The Public Library Standards for Missouri have been printed and distributed to public libraries and library trustees. A planning manual, Planning for Results: A Public Library Transformation Process, has been sent to each public library in Missouri and is recommended for use in this project. However, other planning techniques are acceptable.

Planning should involve library board, library staff, and community stakeholders.

What is the review process?

- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to the State Librarian.
- State Librarian submits her recommendations to the Secretary of State.
- Final decision is made by the Secretary of State.

Please choose your grant cycle from the list below. To be eligible for review, grant applications must be submitted to the State Library by the Application Deadline. Only completed application forms from eligible institutions will be reviewed.

Application Deadline: November 7, 2003 (postmarked or hand delivered)

Project Grant Period: January 1, 2004 – June 30, 2004

No grant funds may be encumbered or expended until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State.

At the discretion of the State Library, the State Library may require that an applicant submit additional information or supplemental proposals to receive an award of grant funds.

How long is the grant period?

The grant period is quarterly. Please check the schedule above.

How are grant payments made?

Grantees will be awarded 70% of the total grant amount upon completion of the final, executed agreement. A final payment of the remaining grant amount expended will be awarded upon completion of the project and submission of the Final Report and Final Request for Payment forms, which are due within 30 days of the completion of the project. Do note that payments requested during the month of July will be delayed, due to processing of the end of year reports for the Missouri State Fiscal year, which ends on June 30th.

What reports are required from the grantee?

Grantees submit a Final Report upon completion of the project. Forms are provided.

Where and how do I apply?

Mail completed application forms to:

Kay Callison, Grants Officer, LSTA
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City, MO 65102-0387

For further information, contact:

Carolyn Baker, Consultant
Missouri State Library, Library Development Division
Telephone 573-522-9564 or (in Missouri) 800-325-0131, extension 17.
Email: bakerc@sosmail.state.mo.us.

MISSOURI STATE LIBRARY
LSTA Standards and Planning Grant
Application Instructions
Fall 2002

Please call Carolyn Baker, Library Development Division, Missouri State Library, 1-800-325-0131 ext 17, if you have questions about the instructions or application form.

GENERAL INSTRUCTIONS

- Use the enclosed application form. The application form is not to be changed in any way. Responses should be typed or printed in black ink.
- Type or print clearly. The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part II—Narrative is to be typed double-spaced on plain sheets, with the library's name and a page number at the top of each sheet. Attach this narrative to the back of the application form.
- Part III---Signatures – **use blue ink** -- must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8-1/2 x 11" paper. Paper clip your complete application together. Do not use binders, folders, notebooks or staples.

ITEMIZED INSTRUCTIONS

Part I

Project number -- Leave blank.

Name of library -- Give the official, legal name of the library, plus Federal Tax I.D. # (TIN) or Missouri vendor i.d. #, if different.

Project Director-- Give name of person who will oversee the project and serve as a contact for reports. Include project director's email address.

Project Title -- Provide a brief title for your project.

Total population of legal service area -- Using the latest available census figures, give the population of the legal service area for all participating agencies. The Missouri State Census Data Center website may be found at: <http://www.oseda.missouri.edu/mscdc/index.html>

LSTA funds requested -- Show the total amount of grant funds you are requesting. Round to the nearest dollar.

Project Description – Using the space provided, write a synopsis of the project, including all essential elements from the project narrative. Think of this as the who, what, why, when and where of the proposed project. Be sure to include your desired outcomes/goals – changes in skills, behaviors, attitudes, knowledge, or status (life circumstances). *Example: By creating a collection development and implementation plan for the Perche Creek Public Library based on a reliable community needs assessment, library staff will have a tool to increase library usage (changes in behaviors, possibly attitudes), and enhance/increase patrons' knowledge and/or skills in their chosen areas of interest (changes in knowledge, skills, and perhaps life status).*

Part II—Narrative

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Paper clip with the rest of the application. Do not use binders, folders, notebooks or staples. Type and double-space.

Part III---Signatures

Signature of Library Director—The application must be signed by the administrative head of the library, i.e. the library director, or other administrator. **Use blue ink.**

Signature of Library Board President—The library board president must sign the application form. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board understands and approves the intent of the grant and will allow the designated project director to oversee the project. **Use blue ink.**

Part IV---Attachments

If you are hiring expert help in any capacity – facilitators, consultants, market researchers, or any appropriate other category -- attach resumes or business equivalents establishing their credentials for assistance in this project. **Note: You MUST itemize these kinds of fees on the budget page. Is it an hourly rate they are charging? Daily? Other? Add an additional budget explanation sheet if necessary.**

Missouri State Library
LSTA Planning and Standards Program
GRANT APPLICATION FORM
Winter 2003

Project # _____
State Library use only

Please print (using black ink) or type.

PART I:

Name of library: _____ Federal Tax I.D. # _____

Address: _____

City: _____ County: _____ Zip code: _____

Phone: _____ Fax: _____

Library director: _____

Project director (contact person): _____

E-mail address/phone of project director: _____

Project title: _____

Total population of legal service area: _____

LSTA funds requested: \$ _____
Local funds to be used (optional) \$ _____

Total \$ _____

Project Description (do not exceed this space):

YOU MUST USE THIS SHEET AS PAGE 1 OF YOUR APPLICATION!

Applications must be submitted by the Application Deadline. See schedule on page 4 of the Application Guidelines. Projects must be completed by the end of the grant cycle.

PART II: NARRATIVE

*Attach additional sheets with your answers to the following items. Include the library name in the upper right-hand corner of each sheet. Number your responses to correspond with the numbers below. **Please type, double space, and number the pages.***

Planning and Standards Program Goals:

- **Public libraries will chart a clear course for future library services.**
- **Public libraries will succeed with standards by writing policies and service plans.**

Public Library Standards have been printed and distributed to public libraries and trustees. This grant program provides for helping libraries write policies and service plans, such as personnel policies, or collection development plans. Grants will be offered for up to \$15,000 per library. Planning grant funds can be used for consultants (expert assistance is strongly recommended) and costs of all activities related to completion of project e.g. community meetings and focus groups, meeting facilitators, and other comparable activities. Both library staff and trustees will participate in the project.

Introduction

1. Briefly describe your community's need for this project. (maximum 1 page)
 - a. Explain why this project is needed to improve services to the community.
 - b. Identify the audience that will be invited to participate.
 - c. List your project's desired outcome(s) or goals.

Project Narrative

1. Describe your proposed project, indicating the types of activities that will be implemented.
 - a. Indicate on which of the eligible areas the project will focus. Projects may focus on more than one area. Eligible areas include conducting a needs assessment, creating a service plan, research and writing of organizational policies, collection development, and/or necessary components of these areas.
 - b. Name and describe the activities you will use to achieve project goals, such as surveys, community meetings, focus group activities, board retreats, board and staff meetings, and any other project activities.
 - c. **If you are using expert assistance, be sure to identify their role(s) in each stage of the project.**
 - d. Provide a timeline with tentative dates for the project activities.
2. Describe how the community will be involved in the project: Discuss the nature of their involvement – the kinds of activities they will participate in.
3. Outline the promotional strategies you will use to encourage community participation and involvement.
4. If volunteers will be used to plan and/or implement the project, provide an outline of the agenda that will be used to train volunteers.

5. If partnerships will be sought to implement the project, provide a list of community entities with which the library will cooperate and explain why these partners have been chosen. Describe what each partner will contribute to the project.

Evaluation

- Present at least a tentative plan to determine if and to what extent your project has met its desired outcome(s), or goals. You **MUST** think in terms of changes in skills, attitudes, behaviors, and knowledge.

Note: Assistance in preparation of an evaluation tool(s) may need to be part of your project proposal, and that is acceptable. If so, explain that here. Remember, an effective evaluation plan must consider the following:

- How will the process/completion of the project itself have an impact upon your community and/or service delivery? Will it be direct, e.g. making the community more aware of the services and potential for improvement in and use of their library? Will it be more indirect e. g. formation of good operations/personnel/collections policies lead to better service delivery.
- What differences or changes in your community do you intend or expect to see from implementation of the project? HOW are you going to measure whether and to what extent you were successful? Append any evaluative work samples you have already developed pertaining to this particular project.

Budget Page: Line Item Instructions

1. Personnel

- **Project Director** -- Report total as salary or hourly wage, as you prefer, and **itemize** (e.g. 20 hours per week @ \$10.00 per hour x 6 weeks = \$1,200.00). Remember guidelines -- you may hire a project director, or add to a part time staff person's duties, but grant funds may NOT be used for that portion of an existing, full time staff person's salary which s/he devotes to this project.
- **Facilitator/presenter/trainer(s)** – **Itemize** (e.g. 3 days @ \$100.00 per day = \$300.00). Report as hourly wage or flat fee, depending upon your agreement with the person(s).
- **Consulting Firm or Consultant** -- Include here as one line item, **but attach an itemized statement of the basis for the fee,** and explain the consultant's activities in Project Narrative.
- **Other** -- include here clerical help, etc., if hired just for this project, or duties and hours added on to a part time staff person's work load for this project. Itemize as illustrated above and identify (clerical, bookkeeping, etc.).

2. Travel

- **Transportation** -- Itemize by type, e.g. ground, air, train. If mileage involved, reimburse at federal rate of .335 per mile. Include any parking fees, shuttle service, taxi fares.
- Lodging – Itemize (e.g. 2 rooms @ \$60 each x 4 days = \$480.00).
- Food -- Totals only.

3. Materials and supplies

No need to itemize. Include flip charts, folders, name badges, markers, film, etc.

4. Publicity -- describe and itemize.

5. Space rental -- Itemize (e.g. 1 room x 4 meetings @ \$50 each).

6. Other -- Itemize

- Include photography costs, other postage, other photocopying, long distance phone, equipment rental, other contracted services (e.g. you hire a firm to conduct or mail out your needs assessment survey, or evaluation), or any other allowable expenses not covered above.

7. Local funds -- itemize as needed (e.g. refreshments = \$100.00).

8. Total – the sum of all line item subtotals, plus any local funds, must agree with the totaled amount on page 1 of your application.

Remember:

1. Round all figures to the nearest whole dollar.
2. Check your math! Make sure all Subtotals agree with itemized lines, that the Total is correct, and agrees with Awarded Funds and Local Funds Total on Application page (1). Libraries awarded project funds will have the authority to move up to \$100 within or between line items in their **final** approved project budgets.
3. LSTA funds may not be used for administrative overhead, door prizes, incentives, or any type of gift to presenters, participants, or libraries.

Budget Page

Personnel	Itemize	Cost
Project Director (include taxes & benefits as applicable)		
Facilitators/presenters/trainers		
Consultant/Consulting Firm	Attach itemized statement for fee	
Subtotal		
Travel	Itemize	Cost
Transportation		
Lodging		
Food	Total cost only	
Subtotal		
Materials & Supplies		Cost
	Total cost only	
Subtotal		
Publicity		Cost
Printing & photocopying (including pre-print production)	Total cost only	
Postage	Total cost only	
List rentals & fulfillment	Total cost only	
Advertising	Total cost only	
Other		
Subtotal		
Space rental	Itemize	Cost
Subtotal		
Other	Itemize	Cost
Subtotal		
Local Funds	Itemize	Cost
TOTAL		

PART III: CERTIFICATIONS AND SIGNATURES

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.

Type name of Library Director

Type name of Library Board President

Signature (use blue ink)

Signature (use blue ink)

Date

Date

Mail completed applications to:

LSTA Coordinator/Grants Officer
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City, MO 65102-0387

For State Library use only:

_____ Approved

_____ Not Approved

\$_____ Amount Awarded